Policies for Service Staff Employees
Represented by AFSCME at Bloomington, Indianapolis, and South Bend

Recruitment-Selection
AFSCME (BL, IN, SB) 2.11

Effective: July 1, 2012
Last Updated: July 1, 2012

Responsible University Office: University Human Resources
Responsible University Administrator: Senior Vice President and Chief Financial Officer
Policy Contact: University Human Resources

A. Scope

This policy applies to all Service Staff employees at Bloomington, IUPUI, and South Bend.

B. Policy Statement

1. All persons who apply for promotion or employment are given equal consideration regardless of their age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, or veteran status.

2. No employment commitment can be made to fill any Staff position unless the qualifications and credentials of all candidates have been presented to the campus coordinating employment office.

C. Procedures

1. At South Bend, management shall determine within 30 calendar days of a position becoming vacant to fill it or not. The President of AFSCME Local 1477-01 shall be notified in writing of the decision. If the decision is to fill the position, management shall have 60 calendar days from the date of the job posting to make a job offer, for a total of 90 calendar days.

2. At South Bend, if a vacant position is to be filled, but management fails to offer the position within 60 calendar days of the job posting, the position will be filled with a Temporary employee until the vacancy is filled with an appointed employee. If management fails to fill the vacancy with a Temporary employee by
the 60th day after the job posting, the University will contribute the equivalent amount of the proficient rate for the vacant position into a fund under the provisions of the Reward Plans and Recognition Plans policy for each additional workday that the position is not filled by a Temporary employee. Any amounts contributed to the fund described above will be distributed evenly among the employees in the occupational unit who are actually performing the work of the vacant position. The amount that would be paid to each employee under such circumstances is limited to a maximum amount of $100 per employee per biweekly pay period.

3. **Filling Service Maintenance positions**

   a. When a decision has been made to fill a Service Maintenance Staff position, follow the campus procedures.

   b. The campus Human Resource office will first determine whether persons on a layoff list for the campus or department are qualified for the position (see the Reduction in Force policy), then review Staff who apply for promotion or transfer, screen applicants on file, and when necessary recruit in cooperation with department head for qualified applicants.

      i. Employees are responsible for ensuring that their application is up to date in the university’s on-line application system (OLA) before it will be referred.

      ii. At IUPUI, during the first week of posting give preference in referrals to employees interested in transfer or promotion.

   c. Preliminary examination of applicants for qualifications will be conducted by the campus Human Resource office, which will refer candidates to the department who meet the advertised qualifications.

   d. Final interviews and examinations will be conducted at the department level to determine suitability of applicants. The department should instruct the applicant about the position and its conditions of employment.

   e. Selections should be made by examining all factors necessary to determine the best qualifications and capabilities to fill the position. See the Promotions and Transfer policy to see the factors to consider and the provisions for the role of seniority in making a selection if any current university employees are among the applicants referred.

   f. Final selection is made by the hiring authority, provided affirmative action requirements are met and, where appropriate, applicant can pass any required physical examination.

      i. At IUPUI, contact Human Resources Administration to discuss the selection, the starting rate of pay, and receive approval to extend an offer.

      ii. The hiring department’s offer of employment is contingent upon review of the candidate’s criminal history background check. When applicable, employment will be contingent upon a Motor Vehicle Record (MVR) check and preemployment health evaluation.

   g. A standard written offer of employment is not necessary. No supervisor or administrator may make an offer contrary to the university’s employment, compensation, or benefits policies, or imply or state that a contract has been created between the university and a future employee.
h. At IUPUI, the satisfactory completion of a preemployment health evaluation, which may include a drug screening, is required for individuals hired for work in the Dental School, laboratories, hospital, or clinical areas prior to reporting for work. Candidates cannot work until the satisfactory results of the health evaluation have been released by IUPUI Health Services.

i. At Bloomington, when some or all of the food service facilities are shut down, preference will be given to RPS food service facilities employees in filling jobs in food service and housing in RPS. When food service facilities are shut down and facilities employees are given preference for work in housing, they will be paid the rate for the job they are performing at the same relative step of the pay rate for the employee's regular position. The job duties and the pay rates will be posted in RPS for the employees' information before they sign up for such work.

4. Acceptance and final approval

a. Notification of acceptance can be made directly by the hiring authority, or through the campus Human Resource office. In either case, the hiring authority must notify the campus Human Resource office when the applicant has accepted.

b. Any applicant interviewed is entitled to know the qualifications of the selected applicant, if requested.

c. At Bloomington and South Bend, the hiring department shall inform in writing all bargaining unit applicants that were considered, including interviewees, that the position has been filled, the name of the person selected, the selected person's seniority date, and the basis for selecting another applicant rather than employee; either best qualifications or most seniority.

d. At Bloomington and South Bend and for promotions only, when a senior employee who meets the minimum qualifications is not selected, the hiring supervisor shall notify the employee in writing of the decision and the related qualifications of the person selected that are significantly greater.

e. The hiring department must initiate HRMS documentation for the accepted applicant.

f. For all new employees, final approval of all positions filled is contingent upon the individual hired completing Form I-9 using the online procedures established by the University to verify they are entitled to work in this country. Federal law requires that the employee must be stopped from working if either Section 1 or 2 is not completed within the time limits specified for the section.

i. The employee must complete online Section 1 of the Form I-9 on or before the first day of employment and present evidence of identity and employment eligibility within three business days of the date employment begins.

ii. The hiring department must examine the evidence of identity and employment eligibility; record online the title, number and expiration date (if any) of the documents; enter the date employment began in the Certification statement of Section 2; and electronically submit the Form I-9 within three business days of the date employment begins.

iii. Copies of documents that the online system specifically identifies are to be scanned into the online system for record keeping. All paper copies used in the verification or scanning process are to be shredded.

iv. The online Form I-9 will automatically be submitted to the U.S. Department of Homeland Security.
Security's E-Verify system. Follow the instructions in the university's I-9 E-Verify Procedures.

5. Unfilled positions at Bloomington

a. If a department decides not to fill a listed position, the department will inform University Human Resource Services and the president of the union of this decision.

b. In the event that no applicant has been selected within 90 days from the ending date (last Saturday of the posting period) of the most recent job posting, if the department determines to proceed with filling the position, the job opening shall be relisted in accordance with procedures set forth in this policy.

   i. If the selected applicant is removed from or leaves the position within 90 days of the ending date of the most recent job posting, the applicant pool from that posting may be used to make a new selection.

   ii. If another opening for the same job title and classification level occurs in the same occupational unit during the posting of the job or within 90 days of the ending date of the most recent job posting, the applicant pool from that posting may be used to make a selection for the new opening(s). When an additional opening occurs at the time the original position is being posted, then the job posting will reflect that more than one job opening is available.

6. Employment in more than one position

a. It is possible for an employee to be employed in more than one position at the same time. Examples include a person employed in two 50% FTE Staff positions, or a Staff employee working in a Temporary position. Following are the basic rules governing such circumstances:

   i. Staff positions must be at least 50% FTE.

   ii. The combined FTE for all Staff positions held by one person cannot exceed 100% FTE.

   iii. An individual cannot hold an exempt Staff position and a nonexempt Staff position at the same time.

   iv. An employee in an appointed PAO or Support and Service Staff position (eligible for overtime) may also be employed in a temporary position paid at a bona-fide hourly rate for the work performed in the temporary job. Biweekly paid employees may not be employed in a second job that is paid as a flat dollar amount for the work performed. Departments should consult with the campus Human Resource office in determining a bona-fide hourly rate for the work performed in the temporary job.

b. Contact the campus Human Resource office if there are questions about a specific situation.

D. Sanctions

Managers, supervisors, and employees who violate this policy are subject to corrective action, up to and including separation.
E. Web Address for this Policy

hr.iu.edu/policies/sm-all/employment/recruitment-selection.html

F. Related Information

Reward Plans and Recognition Plans Policy

Reduction in Force Policy

Promotions and Transfers Policy

Form I-9 Online Procedures

G. History

In the Spring of 2012, Indiana University administration and AFSCME Council 62 leadership worked to merge the personnel policies covering Service (SM) Staff at Bloomington, IUPUI, and South Bend into one set of policies. This is one of the 27 policies that is the product of their work. Effective July 1, 2012, it brought together the provisions that were the same on all three campuses; eliminated differences when agreement could be reached; and identified those provisions in which differences remained.